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20 OCT 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: []

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Director of Information Services

SUBJECT: OIS Weekly Report (13-19 October 1982) []

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Office of the Director of Information Services

The Director of Information Services (D/OIS) addressed students of the Orientation to Automated Records course at the Chamber of Commerce Building on Monday, 18 October, and will address students of the Trends and Highlights course at [] on Friday, 22 October. []

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Longevity awards will be presented to 37 MI Career Sub-Group employees by D/OIS on Friday, 22 October, in the OIS conference room. Out of the group, eight will be receiving 30-year certificates and seven 25-year certificates. []

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Classification Review Division

*The Smithsonian Institution Archives recently discovered several classified CIA documents in the files of one of its former Secretaries (the title of their chief operating officer). They asked the National Archives and Records Service (NARS) for assistance and were referred to CRD. The documents, from an analysis of content, no longer require protection although we will check out several names before making a final decision. The CIA documents were sandwiched in the midst of very lengthy correspondence between the Secretary and America's greatest authority on the louse that infects the Colombian parrot. This incident demonstrates the strange places, even outside the Intelligence Community, where CIA documents may be found. It also demonstrates that NARS plays an important role in brokering requests of this nature and keeps CIA in mind as the proper authority to review CIA material. []

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The Division reviewed 117 documents (801 pages) for NARS, one document (3 pages) for the Department of Defense (DOD), eight documents (11,762 index cards) from miscellaneous other sources, 36 Foreign Relations of the United States documents (185 pages), one DO manuscript (317 pages), and three manuscripts (547 pages) for the Publications Review Board. []

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Information and Privacy Division

Representatives of IPD and RMD are working on a software modification to the IPLOG computer system which will assist other components in tracking FOI/PA taskings down to the office level. This change, which is referred to as the ADD access feature, is of particular interest to the DDI and is expected to begin operation early in December of this year. []

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An additional and separate IPD weekly report is attached []

Records Management Division

*An RMD representative provided assistance to the Veterans Administration in establishing their guidelines for meeting their internal information requirements. Several approaches were suggested and a followup will be made in several weeks to see if further assistance is desired. []

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An RMD employee successfully coordinated the production of a DOD Form DD1149, Requisition and Invoice/Shipping Document. The form is vital to the [] which has been unable to obtain a new supply even though it was requested from DOD approximately six months ago. Shipping operations would have been severely hampered if we had not been able to get rapid help from the Printing and Photography Division/OL. The request was submitted to them on Thursday, 14 October, and the [] received the forms on 18 October. []

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Regulations Control Division

Major actions were taken on 58 issuances of the Division's current workload of 120 active jobs. One item of particular interest was the announcement of Anne L. Armstrong, Chairperson, PFIAB, as the guest speaker at Headquarters on Wednesday, 27 October. []

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The first installation of the new Agency-selected Wang word processing system in OIS was completed on Monday, 18 October. The Model 7525 stand-alone equipment was chosen for use on an interim basis until the larger Alliance system for use by all OIS Divisions could be installed. Informal indoctrination on the Model 7525 has been completed and formal instruction will begin in November. []

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Attachment:
As stated

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EXO/OIS (20 Oct 1982)

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